



Job Description

Name:

Post: Annual Review Officer

Reporting to: Annual Review Lead and Assistant Head

Salary Scale: Grade 6

Date: September 2026

Purpose of the Job

- Support the Annual Review process
- Take responsibility for promoting and safeguarding the welfare of children within the school
- Support the school's aims, values and policies

Key Accountabilities

- Facilitate and lead and take notes at Annual Review meetings (by phone, face to face or MS Teams).
- Draft and type a variety of correspondence, reports, minutes, and other documents as required
- Support the school with Annual Review timetabling, if required by the Annual Review Lead.
- Support the school with the collation, drafting, distribution, and accuracy of Annual Reviews, from documents, working within the statutory timescales
- Oversee all clerical tasks in relation to the Annual Reviews
- Maintain office systems and records in relation to Annual Reviews, including confidential items
- Use computer systems (e.g., Arbor and Microsoft Office) to input details, manage data, run reports, and make returns as required
- Liaise and disseminate information with the Annual Review team, other school staff, parents, and outside agencies/organisations as appropriate. Working closely with the Annual Review Lead and other school leaders, including maintaining regular communication and updates, reporting issues, meeting deadlines, and feeding back to help further inform development of the process.
- Carry out any other administrative procedures, within the responsibility level of the post, as directed by the Annual Review Lead/Strategic Lead.
- Observe children where able prior to the Annual Review, to enable you to contribute in the meeting

Responsibilities

- Line managed by the Annual Review Lead and Assistant Head with strategic responsibility for Annual Reviews

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop
- Take responsibility for safeguarding following the agreed policies at all times, be aware of confidential issues linked to home/child/school and keep confidences appropriately
- Be aware of health and safety issues and act in accordance with Health and Safety policies
- Ensure implementation and promotion in employment and service delivery of equal opportunities policies and statutory responsibilities

Other duties

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Signed:

Date:

Person Specification

Post: Admin assistant (Annual Reviews)

ESSENTIAL	DESIRABLE
Qualifications	
English and Maths to GCSE Grade C or equivalent	First Aid qualification
Experience	
<p>Experience of offering front line hospitality in a business/school environment</p> <p>A broad understanding and experience of business administration and practical experience of administrative processes</p> <p>Ability to review documentation ensuring application to detail and accuracy</p>	<p>Experience of facilitating meetings</p> <p>Experience/knowledge of working with vulnerable children from an admin perspective</p>
Knowledge, skills and abilities	
<p>Communication and teamwork: Ability to communicate effectively and sensitively to a range of audiences, through good written and oral (by phone and in person) Good team working skills</p> <p>communication skills Skilled in developing and maintaining positive working relationships with colleague, parents and external professionals Ability to work well as a member of a team Excellent communication skills, oral and written</p> <p>Planning and organising: To work on own initiative, manage priorities and organise own workload Ability to deal with interruptions in the course of the working day Ability to concentrate for short periods of time Effective time and task management skills</p> <p>Problem solving: Use initiative and judgement to resolve daily problems and escalate issues which are not resolvable within daily operations</p> <p>IT skills: Proficient in using Microsoft Suite specifically Word and Excel Skilled in taking minutes or using IT to record minutes during fast paced meetings</p>	<p>Knowledge of the school Annual Review processes</p> <p>Diary Management</p> <p>Ability/experience in using school computer systems (e.g. Arbor, MS)</p>

Word processing ability (to RSA level 2 or equivalent ability level)	
Equality, inclusion and safeguarding issues	
Ability to integrate equality policies into service delivery Commitment to safeguarding Responsible for following the school's health & safety policy, practices and procedures Awareness of and commitment to confidentiality	
Personal Qualities	
Willingness and takes personal accountability to undertake both formal and informal training Participate in whole school developments Commitment to the activities of the Teaching School and Outreach service Tenacious and hardworking Works collaboratively with others. Seeks opportunities for improvement in the Annual Review Process. Effective team working skills Ability to maintain confidentiality.	